

## City of Fort Worth, Texas

### Job Description

<b>Classification Title</b>	Senior Fleet Mechanic		
<b>Job Code:</b>	ST5310	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	509	<b>Date Created:</b>	06/15/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

#### GENERAL SUMMARY

Performs skilled and complex work related to diagnosis, repair, and maintenance of City mechanical and motorized equipment and their related electrical components. Ensures work quality and adherence to established policies and procedures. Performs the technical and complex tasks relative to assigned area of responsibility.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Conducts work related to maintaining, inspecting, repairing, and replacing worn or broken equipment, automobile and truck parts, and special emergency equipment add-ons. Performs diagnostic tests as appropriate.
2. Provides complex mechanical knowledge in the repair of fire trucks, heavy equipment, and off-road mechanical and motorized equipment including road construction, utility, and earth moving equipment. Repairs other related construction and safety equipment.
3. Adheres to schedules and methods for providing equipment services; identifies resource inadequacies and reviews needs with appropriate management staff.
4. Performs the more technical and complex tasks of the unit including working with vendors and customers to ensure contract compliance and accurate service.
5. Diagnoses, repairs, or installs hydraulic pumps, motors, valve bodies, and systems that operate steering, brakes, transmissions and clutches.
6. Conducts work related to maintaining, inspecting, repairing, and replacing worn or broken equipment as well as automobile and truck parts and special emergency equipment add-ons. Performs diagnostic tests as appropriate.
7. Provides complex mechanical knowledge in the repair of fire trucks, heavy equipment, and off-road mechanical and motorized equipment including road construction, utility, and earth moving equipment. Repairs other related construction and safety equipment.
8. Adheres to schedules and methods for providing equipment services. Identifies resource needs; reviews needs with appropriate management staff.

9. Performs the technical and complex tasks of the unit including working with vendors and customers to ensure contract compliance and accurate service.
10. Diagnoses, repairs, or installs hydraulic pumps, motors, valve bodies, and systems that operate steering, brakes, transmissions and clutches.
11. Perform related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Repair principles, practices, and techniques for automobiles, trucks, heavy equipment, off-road vehicles, and fire and safety vehicles/equipment.
- N.F.P.A. standards and manufacturers requirements.
- Operational characteristics of various equipment and tools used in the overhaul, repair, and adjustment of gas and diesel powered equipment.
- Procedures of preventative maintenance related to automotive, heavy truck, off-road, and construction equipment.
- Principles and procedures of complex hydraulic air, pneumatic, and electrical systems.
- Methods, materials, equipment and tools used in routine welding and fabrication work.
- Repair principles, practices, and techniques for automobiles, trucks, heavy equipment, off-road vehicles, and fire and safety vehicles/equipment.
- Operational characteristics of various equipment and tools used in the overhaul, repair, and adjustment of gas and diesel powered equipment.
- Procedures of preventative maintenance related to automotive, heavy truck, off-road, and construction equipment.
- Principles and procedures of complex hydraulic air, pneumatic, and electrical systems.
- Methods, materials, equipment and tools used in routine welding and fabrication work.
- Repair principles, practices, and techniques for automobiles, trucks, heavy equipment, off-road vehicles, and fire and safety vehicles/equipment.
- Operational characteristics of various equipment and tools used in the overhaul, repair, and adjustment of gas and diesel powered equipment.
- Procedures of preventative maintenance related to automotive, heavy truck, off-road, and construction equipment.
- Principles and procedures of complex hydraulic air, pneumatic, and electrical systems.
- Methods, materials, equipment and tools used in routine welding and fabrication work.

- **Skill in:**

- Making observations.
- Communicating with others.

- Reading and writing.
- Monitoring assigned activities and operations.
- Operating assigned equipment.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing
  - Diagnose, repair, and maintain electrical and mechanical equipment, automobiles, trucks, off-road, and construction vehicles/equipment.
  - Accurately determine mechanical repair needs and estimate cost and time of repairs.
  - Read and understand manuals, blueprints, and electrical and hydraulic schematics.
  - Operate a variety of equipment related to the performance of equipment services.
  - Follow both written and oral instructions.
  - Drive city vehicles, trucks, and other moving objects.
  - Maintain a variety of shop and repair records.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Operate assigned equipment.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma/GED supplemented by additional specialized training in automotive/mechanical, truck, construction, or electrical repair and three years of experience in automotive/truck, construction equipment, off-road vehicle, or electrical systems repair.

## **OTHER REQUIREMENTS**

Valid Texas Class B driver's license.

Spill Response Team Certification.

Possession of, or ability to obtain mechanic hand tools of type and quantities sufficient to perform with efficiency all required repair duties.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.